

Retirement Timeline

As Early As Possible:

- Notify the department and HR, in writing, of your intent to retire as of a specific date.
- Make an appointment with Kelly Milkins, milkinsk@union.edu or x6435, to review information for what's to come.

Approximately 3 Months Before:

- Contact Social Security to start your Social Security checks, if you are eligible and have not started collecting yet. This can be done online at www.socialsecurity.gov.
- Contact Social Security if you or a spouse/partner, on your insurance, is over age 65. Notify Social Security that you will need Medicare Part B coverage starting the first of the month following your retirement date. Part B is required as a retiree.

Approximately 1 To 2 Months Before:

- Contact TIAA and/or Fidelity Investments to obtain appropriate paperwork for collecting your retirement.

Last Day:

- Turn in any keys, uniforms and any other College owned property.
- Walk out the door and enjoy retirement!